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Appendix 9 -
FY 2005 IG Agreed-Upon Procedures Report for Federal Intragovernmental Activity and Balances

Agency Name	
2-Digit Agency Code	

<p>INSTRUCTIONS: Indicate your findings upon completion of each procedure. Deliver this IG Agreed-Upon Procedures Report on Closing Package Intragovernmental Activity and Balances, as well as copies of any internal control findings, to your agency's CFO, FMS, and GAO no later than November 30, 2005. (Please refer to the requirements stated in subsection 4705.75 of the TFM – IG Agreed Upon Procedures for Federal Intragovernmental Activity and Balances)</p>	<p>Findings</p>
<p><u>Procedure 1</u></p> <p>Obtain all trading partner summary reports from Module 4 of GFRS for intragovernmental activity/balances supporting the Closing Package Reclassified Balance Sheet Assets and Liabilities, Reclassified Statement of Net Cost's Federal Gross Cost and Federal Earned Revenue, and Reclassified Statement of Changes in Net Position's Federal Nonexchange Revenue and Budgetary and Other Financing Sources.</p>	
<p><u>Procedure 2</u></p> <p>Trace the trading partner summary reports from Module 4 of GFRS for intragovernmental activity/balances by Federal line item totals and/or trading partner activity/balances to the agency's general ledger and the audited financial statements. Identify any differences.</p>	

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<p><u>Procedure 3</u></p> <p>Trace trading partner activity/balances from RSI schedules in agency's financial statements to the agency's <i>Closing Package vs 4th Quarter Comparative Data Report</i> and <i>Closing Package Material Differences Status of Disposition Certification Report</i> (Section II of the CFO Representations). For items where agency reporting differences exist, trace the explanations to supporting documentation and identify any discrepancies.</p>	
<p><u>Procedures 4</u></p> <p>Obtain FMS' <i>Comparative Closing Package Explanation of Differences Report</i> for Intragovernmental activity/balances.</p> <p>(1) Trace the differences between the agency and its trading partners by reciprocal category/line-item from FMS' comparative report to explanations from agency supporting documentation. For items where agency reporting differences exist, trace the explanations to supporting documentation and identify any discrepancies.</p> <p>(2) Identify any inconsistencies in amounts or explanations between FMS' comparative reports and agency's supporting documentation.</p> <p>(3) In the event of non-reporting by trading partners, as indicated in the footer section of FMS' comparative reports, identify whether the difference is due to a non-reporting partner and do not proceed further with the review of the differences.</p>	

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<u>Procedure 5</u> Identify and include copies of internal control findings related to intragovernmental activities from the financial statements audit. Also, identify and report auditor-proposed intragovernmental adjustments that were waived by the agency, including items cited in the management letter.	
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